

Guidelines and Fill-In
Forms are available
at www.ims.gov



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

2005 21ST CENTURY MUSEUM PROFESSIONALS

*Grant Application
and Guidelines*

Application Deadline:

December 15, 2004

For information, call

IMLS: (202) 606-8539



21ST CENTURY MUSEUM PROFESSIONALS

Grant Application and Information

Fiscal Year 2005

What is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a Presidentially-appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

For more information call or write:

Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 606-8536

[http:// www.imls.gov](http://www.imls.gov)

TTY (for hearing impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant application and information booklet by contacting IMLS.

Burden estimate and request for public comments

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue NW, Room 223, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

CFDA No. 45.XXX



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

DRAFT



Program at a Glance

Deadline:	December 15, 2004
Matching Requirement:	1:1
Amount of Grant:	\$15,000 – \$500,000
Eligibility:	See page xx
Grant Period:	Up to Three Years Must begin between July 1, 2005 and Dec. 31, 2005
Program Contact:	Dan Lukash, 202/606-4644, dlukash@imls.gov Jeannette Thomas, 202/606-8548, jkthomas@imls.gov
Awards Notification:	Mid-June 2005

PROGRAM DESCRIPTION

The purpose of the 21st Century Museum Professionals program is to increase the capacity of museums to create and sustain a nation of learners by improving museum staff knowledge and skills in the range of museum operations. The anticipated result of having a more knowledgeable and skilled workforce is that museums will improve the value they provide to their communities.

IMLS supports this purpose by providing grants that help museum professionals acquire, improve, and maintain their knowledge of and skills for museums operations and apply this increased knowledge and skill to their work. This is an opportunity to serve challenges faced by museum professionals in an era of increased audience expectations, diverse audiences with diverse needs, greater access to collections and the information they hold, evolving collection care standards and other demands.

Table of Contents

<i>part 1</i>	GENERAL INFORMATION	
	The Opportunity: To Enhance the Skills of Museum Professionals	1.2
	Eligibility	1.3
	<i>Who May Apply</i>	<i>1.3</i>
	<i>Museums Within Multipurpose Organizations</i>	<i>1.3</i>
	Partnerships	1.4
	Conditions of a Grant	1.5
	<i>Duration of a Grant</i>	<i>1.5</i>
	<i>Project Start Date</i>	<i>1.5</i>
	<i>Amount of Grant</i>	<i>1.5</i>
	<i>Cost Sharing</i>	<i>1.5</i>
	<i>Use of Funds</i>	<i>1.5</i>
	<i>Project Evaluation</i>	<i>1.5</i>
	<i>Copyright/Work Products</i>	<i>1.6</i>
	<i>Announcement of Award</i>	<i>1.6</i>
	<i>Payment, Accounting, and Reporting Procedures</i>	<i>1.6</i>
	Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)	1.6
	<i>DUNS</i>	<i>1.6</i>
	<i>TIN</i>	<i>1.7</i>
	Application Review and Evaluation	1.8
<i>part 2</i>	COMPLETING THE APPLICATION NARRATIVE	
	Application Evaluation Criteria	2.2
	<i>Narrative Evaluation Criteria</i>	<i>2.2</i>

part 3**PREPARING AND SENDING THE APPLICATION**

Preparing Your Application	3.2
<i>Format</i>	3.2
<i>Electronic Fill-In Application Forms</i>	3.2
<i>Face Sheet</i>	3.3
<i>Narrative</i>	3.3
<i>Schedule of Completion</i>	3.3
<i>Project Budget</i>	3.3
<i>Specifications for Projects Involving Digitization, if applicable</i>	3.5
<i>Proof of Non-profit Status</i>	3.6
<i>Partnership Statement</i>	3.6
<i>Organizational Profile(s)</i>	3.6
<i>List of Key Project Staff and Consultants</i>	3.6
<i>Resumes</i>	3.6
<i>Letters of Commitment</i>	3.6
<i>Attachments</i>	3.6
<i>Signed Assurances</i>	3.7
How to Assemble the Application Package	3.7
Sending the Application to IMLS	3.9
<i>Shipping</i>	3.9
<i>IMLS Acknowledgement</i>	3.9
<i>Proof of Shipping</i>	3.9

part 4 APPLICATION FORMS

Application Checklist	4.2
Face Sheet	4.3
<i>Project Budget Forms</i>	<i>4.6</i>
<i>Section 1: Summary Budget</i>	<i>4.6</i>
<i>Section 2: Detailed Budget</i>	<i>4.7</i>
Specifications for Projects Involving Digitization	4.9
Schedule of Completion	4.11
Partnership Statement	4.12
Assurances/Certification of Authorizing Official	4.13-4.18

PART 1
GENERAL
INFORMATION

DRAFT

The Opportunity: To Enhance the Skills of Museum Professionals

Museums play a critical role in the education of the public in the United States by preserving America's rich cultural heritage and helping to transmit it from one generation to the next. Museum professionals need high levels of knowledge and expertise as they help to create public value for both local and national communities.

The purpose of the 21st Century Museum Professionals program is to increase the capacity of museums to create and sustain a nation of learners by improving museum staff knowledge and skills in the range of museum operations. The anticipated result of having a more knowledgeable and skilled workforce is that museums will improve the value they provide to their communities.

IMLS supports this purpose by providing grants that help museum professionals acquire, improve, and maintain their knowledge of and skills for museums operations and apply this increased knowledge and skill to their work. This is an opportunity to serve challenges faced by museum professionals in an era of increased audience expectations, diverse audiences with diverse needs, greater access to collections and the information they hold, evolving collection care standards and other demands.

21st Century Museum Professional grants support a range of activities, including professional training and leadership development for museum staff at all types of museums.

- A successful proposal will have one or more of the following characteristics
- creates and delivers resources to assist the development of museum leaders
 - delivers information on how to improve staff practices in operating museums
 - develops or promotes uses of technology that improve the ability of staff to perform museums' operations and meet museum missions and goals
 - develops, documents, and disseminates professional development programs that address the needs of museum professionals in small museums

Eligibility

WHO MAY APPLY

- An applicant must be
- a private nonprofit museum services organization or association¹ that engages in activities designed to advance the well-being of museums and the museum profession; or
 - an institution of higher education, including public and not-for-profit universities; or
 - a museum², that (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) cares for and owns or uses tangible objects, whether animate or inanimate, and exhibits these objects on a regular basis through facilities it owns or operates; (3) has at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose responsibilities relate solely to the museum's services and operations³; and (4) is open and providing museum services to the general public on a regular basis. (A museum that exhibits objects to the general public for at least 120 days a year fulfills this last requirement.⁴);
- and
- a unit of state or local government or a private nonprofit organization; and
 - located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federate States of Micronesia, or the Republic of Palau.

MUSEUMS WITHIN MULTIPURPOSE ORGANIZATIONS

A museum located within a multipurpose public or private non-profit organization such as a municipality, university, historical society, foundation, or a cultural center may apply on its own behalf for 21st Century Museum Professionals if (1) the museum is able independently to fulfill all the requirements for eligibility listed under the first bullet above, (2) functions as a discrete unit within the parent organization, (3) has its own fully segregated and itemized operating budget, and (4) has the authority to make application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

1 A friends group associated with a single museum is not an eligible applicant.

2 Eligible museums include aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), history museums, nature centers, planetariums, science/technology centers, specialized museums which are limited to a single distinct subject, and zoological parks.

3 When a museum does not have a full-time professional staff member, it has to demonstrate in the application that it has the full-time equivalent of at least one professional staff member and that, if it receives an IMLS award, one of the part-time professional staff members will be responsible for overseeing grant activities and ensuring that the museum is in compliance with the requirements of the grant.

4 If a museum is not scheduled to be open to the public 120 days a year, it is still eligible to apply to IMLS for funding if it can demonstrate that, in the year preceding the submission of its application, the combination of days it was scheduled to be open and days it was open by appointment equal at least 120 days.

Partnerships

Partnerships may strengthen applications submitted to this program, if they are appropriate to the project. Partnerships are not required in this program. If an applicant chooses to work in partnership with other organizations, IMLS encourages partnerships that are on a scale sufficient to address the broadest possible needs, including statewide and regional collaborations. An application may include one or more partners. The lead applicant in a partnership must be eligible to apply as an individual entity and all members of a partnership should be active contributors to and beneficiaries of project activities.

The members of the partnership shall either designate one member of the partnership to apply for the grant or establish a separate, eligible legal entity, consisting of the partnership members, to apply for the grant. The designated applicant must be eligible to apply as an individual entity. Any group application must contain a signed Partnership Statement that details the activities that each member of the partnership plans to perform and binds each member of the partnership to every statement and all assurances made by the applicant in the application. The applicant shall submit the Partnership Statement with its application. A sample Partnership Statement is on page xx.

If IMLS makes a grant to a partnership, the lead applicant for the partnership is the grantee and is legally responsible for the use of all grant funds and ensuring that the project is carried out by the partnership in accordance with applicable federal laws, regulations, and requirements. The lead applicant must be the fiscal agent but may subcontract with partners for other specific activities or services. Each member of the partnership is legally responsible for carrying out the activities it agrees to perform and using the funds it receives in accordance with applicable federal laws, regulations, and requirements.

A parent organization controlling multiple museums or libraries which are not autonomous but which are otherwise eligible may submit applications on behalf of one or more of the eligible institutions. Two organizations under the same administrative authority and operational control, however, may not serve as the sole partner applicants in a category that requires a partnership.

Conditions of a Grant

**DURATION
OF A GRANT**

Generally, project activities supported by the 21st Century Museum Professionals program may be carried out for a period of up to 36 months.

**PROJECT
START DATE**

Projects may begin no earlier than July 1, 2005, and no later than December 31, 2005.

**AMOUNT
OF GRANT**

21st Century Museum Professionals grants range from \$15,000 to \$500,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

**COST
SHARING**

Projects costs must be matched 1:1 by the applicant. Applicants must provide at least one-half of the total cost of the project from nonfederal sources. These costs may be supported by the grantee's cash outlays including cash contributions from third parties that are used to support project costs, the value of the grantee's contributions of property and services to the project, and third-party in-kind contributions that are used to support project activities.

All listed expenses, including all cost sharing, must be incurred during the grant period. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Governmentwide uniform administrative rules and requirements, and cost principles apply.

**USE OF
FUNDS**

21st Century Museum Professionals grants may be used for a broad range of project activities. Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide cost principles apply.

**PROJECT
EVALUATION**

IMLS expects that most 21st Century Museum Professionals grant activities will have measurable results, and IMLS expects grantees to evaluate and report on these results. IMLS supports and encourages the use of an evaluation tool called Outcomes Based Evaluation (OBE) when it is appropriate for the type of project to be conducted. Additional information about Outcomes Based Evaluation is available on the IMLS Web site at http://www.imls.gov/grants/current/crnt_obc.htm or upon request from IMLS. IMLS provides a two-day course on OBE for recipients of 21st Century Museum Professionals grants. Applicants are required to request travel funds to attend this training and other IMLS-designated meetings. Applicants should budget \$2,000 per year for this IMLS-designated travel, or \$4,000 per year for partnership projects.

**COPYRIGHT/
WORK
PRODUCTS**

IMLS requires acknowledgement of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that awardees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a Beta version of software developed on an IMLS funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

**ANNOUNCEMENT
OF AWARD**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions by mid-June, 2005.

**PAYMENT,
ACCOUNTING,
AND
REPORTING
PROCEDURES**

A federal accounting office handles the payment of 21st Century Museum Professionals grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients will be required to submit 6-month performance reports as well as annual financial status reports; they are required to submit a final performance report and a final financial report.

Data Universal Numbering System(DUNS)/ Taxpayer Identification Number (TIN)

DUNS

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants to federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or non-profit organization they may operate are exempt from this requirement.

TIN

The Taxpayer Identification Number is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have a DUNS or TIN number, your application will be rejected.

For more information, contact: Dan Lukash, Senior Program Officer
Phone: 202/606-4644
E-mail: dlukash@imls.gov

Jeannette Thomas, Program Specialist
Phone: 202/606-8548
E-mail: jkthomas@imls.gov

Application Review and Evaluation

IMLS staff reviews all submissions to determine whether an applicant is eligible and whether an application is complete. IMLS staff may contact an applicant for information needed to make an eligibility determination. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. An applicant will be notified by mail if the institution's application is rejected, as provided in 45 C.F.R. Sections 1180.36, 1180.37.

Institutions may submit only one proposal at the 21st Century Museum Professionals grants deadline. An institution may apply as a lead applicant in one category and serve as a partner on other applications without jeopardizing its chances of funding.

All eligible and complete 21st Century Museum Professional program applications are peer reviewed under a competitive process using field review and/or sitting panels. Reviewers and panelists are drawn from professionals in the field with relevant areas of expertise in the types of activities identified in the application.

Reviewers are instructed to evaluate the proposed projects according to the criteria identified in these guidelines (page 2.2). Applicants should address all criteria in the Application Narrative, as supported by any appropriate attachments and support material.

PART 2

**COMPLETING
THE
APPLICATION
NARRATIVE**

DRAFT

Application Evaluation Criteria

A well-designed proposal narrative is thorough and succinct while addressing all of the following evaluation criteria. These criteria must be addressed in the order presented and must be labeled with number and/or section title to guide reviewers in their evaluation.

As stated in “Preparing Your Application” (page 3.2), the application narrative must address the Evaluation Criteria in the order presented here, with each response numbered, and must

- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
- Conform to the seven-page limit.
- Have page numbers on each page, front and back if double-sided pages are used.

NARRATIVE EVALUATION CRITERIA

1. TARGET AUDIENCE NEEDS

Describe the project’s intended audience and the audience needs that the project serves. Discuss how the project benefits this audience or will improve this audience’s delivery of museum services or operations.

Review Criteria: Evidence that the project designers identified an audience, performed a formal or informal assessment of their needs, and designed this project as the best solution to answer those needs.

2. PROJECT DESIGN

Describe the scope of the project. Discuss overall project goals and objectives, the project planning process, and the specific activities to implement the project, and the expected results.

Review Criteria: Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. If the project includes partnerships, evidence that all partners are active contributors to and beneficiaries of the partnership activities.

3. PROJECT RESOURCES: TIME, PERSONNEL, BUDGET

Describe the allocation of time to complete project activities for the project’s implementation. Describe personnel who will complete project activities, and discuss their qualifications and commitment to the project activities, particularly if they have other, ongoing duties. Discuss the budget allocated to accomplish project activities. Describe both the applicant’s contributions to the project budget and how the applicant will meet the match requirement. If the project includes a partnership, discuss contributions to and benefits from the project for both the applicant and partner organizations.

Review Criteria: Evidence that the applicant will effectively complete the project

activities through the deployment and management of resources including money, facilities, equipment, and supplies. Evidence of sound financial management, coupled with an appropriate and cost efficient budget that uses appropriate resources to fulfill the matching requirement. Evidence that the project personnel demonstrate appropriate experience and expertise and can commit adequate time to accomplish project goals and activities. Reviewer evaluation will include Narrative, Budget Justification, Budget Forms, and Resumes.

4. IMPACT AND EVALUATION

Describe how the project addresses issues that concern the museum field and will affect museum professionals. Describe specific outcomes that will result from the project. Describe the design, integration, and implementation of an assessment method that will measure project outcomes, findings, or products (depending on project goals).

Review Criteria: Degree to which the project reflects an understanding of current issues related to museum services. Extent to which the project has one or more of the following characteristics:

- The project reflects an understanding of museum service needs in the constituents and communities served by the applicant(s) and addresses issues appropriate to those individuals or organizations.
- The project is likely to contribute to results or products that will benefit multiple institutions and diverse constituencies.
- The project will result increased knowledge and skills for museum staff, leading to improved practice.
- The project will have an impact on the professional development for a significant number of practicing or future museum professionals.

Evidence that evaluation will provide reliable information on which to judge impact or base actions. Evidence that the evaluation measures are tied directly to project goals.

5. SUSTAINABILITY

Describe how the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, development of institutional expertise and capacity, or through broad access to project findings.

Review Criteria: Extent to which project will continue to benefit the

Guidance for Digitization Projects

INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, describe the subject matter and its significance, including relationships to related collections. Explain how the material was or will be selected for digitization. Describe the additional value that digitization will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the collection. The application also includes a form, *Specifications for Projects Involving Digitization* (see page 4.9), which must be completed and submitted with the application. Funded digitization projects are expected to report their projects to a national level registry of digital resources and/or national bibliographic utility, as appropriate. IMLS will provide information on other reporting requirements as appropriate.

INTEROPERABILITY

Digitization projects should follow existing standards and best practices where applicable and should be interoperable with other collections.

DIGITIZATION PLANS

Applicants for digitization projects are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application. Sample digitization plans are provided on the following web sites:

- <http://www.cdpheritage.org> – The Colorado Digitization Program.
- <http://www.nedcc.org/digital/dighome.htm> – The Northeast Document Conservation Center's *Handbook for Digital Projects: A Management Tool for Preservation and Access*.

RESOURCES FOR DIGITIZATION PROJECTS

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning digitization projects. Available at <http://www.imls.gov/pubs/forumframework.htm>, this document contains links to many web sites with useful information for planning and implementing digitization projects. The University of Illinois at Urbana Champaign is creating a registry and metadata repository of collections digitized with IMLS funding. See the site at <http://imlsdcc.grainger.uiuc.edu>. The IMLS web site provides examples of funded digitization projects at http://www.imls.gov/closer/cls_po.asp. The list of resources below is to assist you in learning more about digitization projects and is neither exhaustive nor an endorsement of any particular resource:

- <http://memory.loc.gov/ammem/ftpfiles.html> – The Library of Congress' American Memory Project has useful technical information for digitization projects.
- <http://www.cdpheritage.org/resource/index.html> – The Colorado Digitization Program's web site has a site devoted to Digitization Resources that includes information about copyright, metadata, digitization standards and administrative concerns.
- <http://www.clir.org/diglib/publications.htm> – The Digital Library Federation has publications on a range of topics, including digital image management and preservation.
- <http://www.rlg.org/preserv/diginews/> – The Research Libraries Group's *DigiNews*, a bimonthly web-based newsletter.
- <http://www.umuc.edu/distance/odell/cip> – Center for Intellectual Property and Copyright in the Digital Environment by the Office of Distance Education and Lifelong Learning at University of Maryland University College
- <http://www.copyright.iupui.edu> – Copyright Management Center (CMC) Indiana University-Purdue University Indianapolis
- <http://www.dlib.org> – D-Lib Magazine has many articles on preservation of digital materials.
- <http://www.w3.org/WAI/> – The World Wide Web Consortium's guidance and resources on web accessibility for people with disabilities.
- http://www.chin.gc.ca/English/Digital_Content/index.html – The Canadian Heritage Information Network has information on creating and managing digital content.

PART 3

**PREPARING
AND
SENDING
THE
APPLICATION**

DRAFT

Preparing Your Application

FORMAT

- All application materials must
- Be on 8.5- by 11-inch paper.
 - Have a margin of at least .5 inch on all sides.
 - Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
 - Have page numbers on each page, front and back if double-sided pages are used.

An application requesting 21st Century Museum Professionals grant support should include the following materials organized in the order listed. Following this list is a description and reference pages for each piece of the application.

1. Face Sheet
2. Application Checklist
3. Narrative (not to exceed seven pages); each evaluation criterion is numbered and labeled
4. Schedule of Completion
5. Project Budget (Detailed, Summary, and Budget Justification)
6. Current, federally negotiated rate for indirect costs, if applicable
7. Specifications for Projects Involving Digitization, if applicable
8. Proof of Non-profit Status, if applicable
9. Partnership Statement, if applicable
10. Organizational Profile(s)
11. List of key project staff and consultants
12. Letters of Commitment
13. Resume(s) for key project personnel (not to exceed two pages per person)
14. Attachments (see page xxx for more information)
15. Signed Assurances Form (included on page xxx)
16. Electronic version of item 3 on a 3.5 inch disk or a CD

Applicants are required to submit an electronic copy of item 3 on a 3.5 inch disk or a CD, formatted as a text file (.txt) or a rich text file (.rtf). Be sure to include institution and project contact information as a file in your disk. No submitted application materials will be returned.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and shipped. Caution: the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm>. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

FACE SHEET

The Face Sheet is the form that summarizes all the museum contact information and other useful data. It is located in the Application Forms section of this document (pages 5.3-5.4). Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site. The Face Sheet must include the following:

- Completed information on all pages and signature from your authorizing official with all contact information.
- The paragraph summary of your project.
- A Data Universal Numbering System (question 7). For more information on the DUNS Number, please see page 1.6.
- A Taxpayer Identification Number (question 8). For more information on the Taxpayer Identification Number, please see page 1.7.

NARRATIVE

The Narrative is the section that describes your project. It should explain what need the grant activities will meet and provide sufficient information for reviewers to evaluate all criteria. The Narrative

- Identifies grant activities, addressing the Narrative Evaluation Criteria listed on pages 2.2–2.3.
- Has each narrative criterion labeled and numbered.
- Answers each criterion in the order listed on pages 2.2–2.3.
- Does not include detailed budget discussions. These should be included in Budget Justification section (see page 3.4).
- Is legible so that reviewers can easily read the information you provide. IMLS recommends that you produce the Narrative using a word processing system.
- Handwritten applications will not be accepted.
- Is no more than seven single-spaced, one-sided pages in length.

**SCHEDULE
OF
COMPLETION**

A schedule of completion is a graph or list that

- Shows when each major project activity will be completed; project activities must begin between July 1, 2005 and December 31, 2005.
- Should correspond to the activities described in the Narrative.
- When showing an ongoing project or program, differentiates between IMLS funded portions and portions funded before or after the IMLS project begins.
- Indicates the milestones for completion of each major project activity as illustrated by the sample on page xxx. The applicant need not follow the sample format but should provide the same type of information.

**PROJECT
BUDGET**

The Project Budget is made up of three elements:

1. Detailed Budget (forms located on pages xxx)
2. Summary Budget (form located on page xxx)
3. Budget Justification (two-page limit)

The Project Budget should include costs to be supported by IMLS funds, applicant and third party matching and cost sharing, and any costs to be supported by other federal agencies. Only those costs attributable to achieving specific project activities should be included in the budget. Refer to requirements for Cost Sharing under “Conditions of a Grant” (page 1.5) in preparing the budget.

1. DETAILED BUDGET

The Detailed Budget is a set of forms that is described below. Use or replicate the forms in this booklet or access the electronic fill-in forms at the IMLS Web site (see page xxx).

- It should be completed for each year (12-month period) of project activities. For example, year one may be July 1, 2005 through June 30, 2006.
- It should be duplicated, one set for each year of your project.
- It should include cost categories identified in the sample budget layout and should identify whether support is requested from IMLS or is contributed by the applicant or third party.
- It lists items, whether supported by grant funds or cost-sharing contributions, that must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.
- It should clearly and specifically identify sources of contributions.
- For third party contributions, it must indicate whether the contributions are assured or pending.
- It should identify consultant fees costs by hourly rates or daily fees.
- It indicates the method of cost computation. This is the type of calculation that you are using to show the fees; this could be estimate, hourly, yearly wage, etc.

2. SUMMARY BUDGET

The Summary Budget is a form that is described below. Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site (see page xxx).

- It shows full project costs in each category for all years.
- It should clearly identify the amount requested from IMLS, the amount provided by the applicant, by any partners and from any other sources for cost sharing and matching (both cash and in-kind support).

3. BUDGET JUSTIFICATION

The Budget Justification is a text section that is described below.

- It should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role of each person listed in the project budget.
- It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses; specifications for all hardware and software for which IMLS funding is requested should be provided.
- If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.
- It should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or be otherwise justified.
- It should be no more than two single-spaced pages.

4. INDIRECT COSTS

Indirect costs are project costs that an institution incurs that cannot be easily assigned to an individual project. They are also called “overhead” or “administrative costs.” Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the institution.

- Institutions that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant’s cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to distorting costs such as equipment purchases or subcontracts over \$5,000.
- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant’s cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.
- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

Once an indirect cost rate is accepted by IMLS, the rate shall be considered fixed for the duration of the grant even if, during the course of the grant, the grantee negotiates a new IDC rate.

Complete and submit the form on pages 4.9–4.10.

PROOF OF NON- PROFIT STATUS

If your organization is a private, non-profit organization (if you answered “Private Non-profit” or “Other” on Line 26 of the Face Sheet).

- You must submit a copy of the IRS letter indicating your organization’s eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will not accept a letter of state sales tax exemption as proof of non-profit status.

PARTNERSHIP STATEMENT

A sample group Partnership Statement is provided on page xxx. The Partnership Statement must confirm all conditions identified on page 1.4 of these guidelines.

ORGANIZATIONAL PROFILE(S)

The applicant and each official partner, as listed on question xxx of the Face Sheet, must provide an organizational profile of no more than one page that identifies the organization’s mission, service area and levels of service, placement within a parent organization (if applicable) and where within the organization the responsibility for the management of the proposed project activities would be assigned.

LIST OF KEY PROJECT STAFF AND CONSULTANTS

- A one-page list of all key museum staff and consultants for the project is required. If a name appears on this list, there must be a resume to accompany it.
- If hiring personnel for a key project position, include position titles on this list. If a position title appears on this list, there must be a position description to accompany it.

RESUMES

Resumes or vitae for each person on the “List of Key Project Staff” are required.

- You must include resumes of both museum staff and consultants.
- Resumes are limited to two pages each for all key personnel.
- If staff is to be hired with grant funds, then include one-page position description of the qualifications of the person to be hired for the project. Each position description must specify the amount and type of experience required; the level of education required; and the precise role that person will play in the project.

LETTERS OF COMMITMENT

You must submit a letter of commitment for each project consultant. The letter should include

- Confirmation that the consultant will work on the project if funded.
- Dates of service, scope of work, and fee structure.

The information in this letter must correspond to the information in your application narrative.

ATTACHMENTS

Attachments are documents that specifically relate to the justification for the project.

- IMLS strongly encourages inclusion of needs assessments (formal or informal documentation used to evaluate and plan projects; that can include surveys, reports, etc.), reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal.
- IMLS does not encourage inclusion of letters of support.
- The number of attachments you may include is not limited. However, all attachments must relate specifically to your project.

SIGNED ASSURANCES

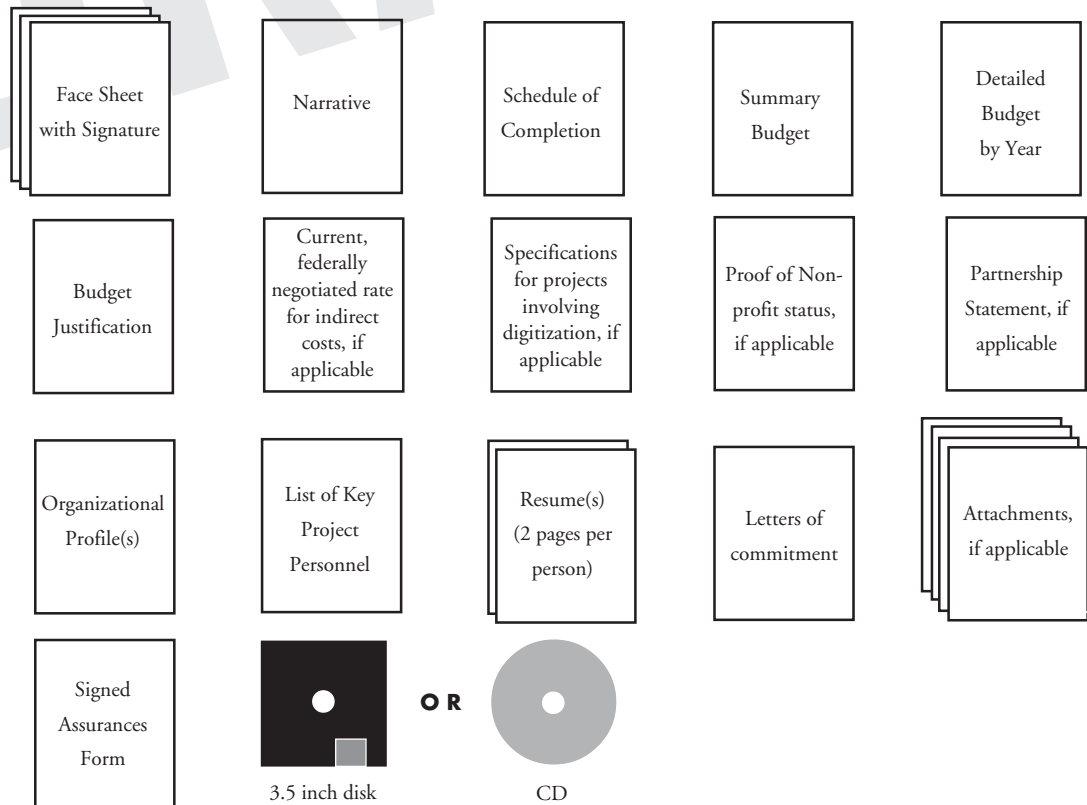
The Signed Assurances section contains all the applicable federal regulations that will need to be complied with if the grant is awarded. It certifies that the information in the application is correct.

- The form is provided on page xxx.
- Complete this section last, after completing the rest of the application.
- The applicant's Authorizing Official must read the assurances and sign the accompanying certification statement.
- The Authorizing Official may be the organization's chief executive officer, an official of the organization or its parent or sponsoring organization authorized to make such commitments on behalf of the organization, or the government official responsible for oversight of the organization.
- The application is not complete unless it has been signed by the Authorizing Official.
- Contact information for the Authorizing Official must be provided.

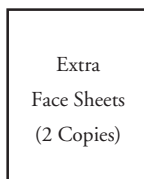
How to Assemble the Application Package

Review your application package carefully before sending it to us. You must include *all* of the required items listed below in the original and 10 copies that you send to IMLS. *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-8539.

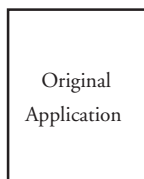
ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS



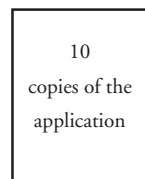
STEP 3: MAKE 10 IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.



STEP 1



STEP 2



STEP 3

STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:

PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION. PLEASE USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

Ship 21st Century Museum Professionals applications to:

21st Century Museum Professionals Grants **postmarked by December 15**

Office of Museum Services

Institute of Museum and Library Services

1100 Pennsylvania Avenue, NW, Suite 609

Washington, DC 20506

SHIPPING

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

PROOF OF SHIPPING

IMLS may ask for proof of shipping if the postmark date on the package cannot be read.

- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, and then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

PART 4
APPLICATION
FORMS

DRAFT

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order.

- ☐ Face Sheet with signature (3 pages)
- ☐ Narrative (not to exceed seven pages)
- ☐ Schedule of Completion
- ☐ Project Budget Forms
 - ☐ Summary Budget
 - ☐ Detailed Budget
 - ☐ Budget Justification
- ☐ Current, federally negotiated rate for indirect costs, if applicable
- ☐ Specifications for projects involving digitization, if applicable
- ☐ Proof of Non-profit Status, if applicable
- ☐ Partnership Statement, if applicable
- ☐ Organizational Profile(s)
- ☐ List of key project staff and consultants
- ☐ Resume(s) for key project personnel (not to exceed two pages per person)
- ☐ Letters of Commitment
- ☐ Attachments
- ☐ Signed Assurances Form

Face Sheet

OMB No. XXX
XXX
CFDA No. XXX

1. Applicant Organization _____

2. Institutional Mailing Address _____

3. City _____

4. State _____

5. Zip Code _____

6. Web Address _____

7. DUNS Number (9 digits) _____

8. TIN Number (9 digits) _____

9. Name and Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr. _____

10. Business Phone of Project Director _____

11. Project Director Mailing Address _____

12. City _____

13. State _____

14. Zip Code _____

15. Fax Number of Project Director _____

16. E-mail Address of Project Director _____

17. Name and Title of Authorizing Official _____

18. Business Phone of Authorizing Official _____

19. Authorizing Official Mailing Address _____

20. City _____

21. State _____

22. Zip Code _____

23. E-mail Address of Authorizing Official _____

24. Sponsoring institution if applicable (e.g., municipality, state, or university)

☐ check if this entity will manage funds if an award is made. Name and address: _____

25. Is the applicant organization university controlled? ☐ yes ☐ no

26. Governing control of applicant ☐ State ☐ County ☐ Municipal ☐ Private Non-Profit
☐ Tribal Government ☐ Other, please specify _____

27. Type of organization (check one)

- ☐ State museum agency
- ☐ Institute of higher learning
- ☐ Museum services organization or association
- ☐ Aquarium
- ☐ Arboretum/botanic garden
- ☐ Art museum
- ☐ Children's/youth museum
- ☐ General museum*

- ☐ Historic house/site
- ☐ History museum
- ☐ Natural history museum
- ☐ Nature center
- ☐ Planetarium
- ☐ Science/technology museum
- ☐ Specialized museum**
- ☐ Zoological society

* A museum with collections representing two or more disciplines equally (e.g., art and history).

** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

28. Number of full-time paid staff _____ 29. Number of part-time paid staff _____

30. Number of full-time unpaid staff _____ 31. Number of part-time unpaid staff _____

32.–33.

Fiscal Year	Revenue/ Support/Income	Expenses/ Outlays	Budget Deficit (if applicable)*	Budget Surplus (if applicable)
Most recently completed FY 20____	\$ _____	\$ _____	(\$ _____)	\$ _____
Second most recently completed FY 20____	\$ _____	\$ _____	(\$ _____)	\$ _____

* If Institution has a budget deficit for either of the two most recently completed fiscal years, please attach a single sheet behind this face sheet to explain the circumstances of this deficit.

34. Project Title _____

35. Amount Requested \$ _____

36. Amount of Matching Funds \$ _____

37. Grant Period (Starting Date) ____/____/____ — ____/____/____ (Ending Date)
(must begin between 7/1/05 – 12/31/05)

38. In the space below, include the names of any organizations that are official partners of the project.

39. Institution Name _____

40. In the space below, summarize the project activities (2,000 maximum character count).

DRAFT

41. Certification: _____

Signature of Authorizing Official

Date

Project Budget Form

SECTION 1: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	Applicant	Partner(s) (if applicable)	Total
SALARIES & WAGES	_____	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____	_____
CONSULTANT FEES	_____	_____	_____	_____
TRAVEL	_____	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____	_____
SERVICES	_____	_____	_____	_____
OTHER	_____	_____	_____	_____
TOTAL DIRECT COSTS	\$ _____	\$ _____	\$ _____	\$ _____
INDIRECT COSTS *	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL PROJECT COSTS \$ _____

AMOUNT OF CASH-MATCH \$ _____

AMOUNT OF IN-KIND CONTRIBUTIONS \$ _____

TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS) \$ _____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS \$ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS _____ %
(MAY NOT EXCEED 50%)

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one) ☐ Yes ☐ No

If yes, name of agency _____

Request/Award amount _____

Project Budget Form

SECTION 2: DETAILED BUDGET

Year ☐ 1 ☐ 2 ☐ 3 - Budget Period from ____ / ____ / ____ to ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4–3.5 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

FRINGE BENEFITS

RATE	SALARY BASE	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____ % of \$	_____	_____	_____	_____	_____
_____ % of \$	_____	_____	_____	_____	_____
_____ % of \$	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS \$		_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES \$			_____	_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS \$				_____	_____	_____	_____

Project Budget Form

SECTION 2: DETAILED BUDGET CONTINUED

Year ☐ 1 ☐ 2 ☐ 3

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$		_____	_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES COSTS \$		_____	_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS \$		_____	_____	_____	_____

TOTAL DIRECT PROJECT COSTS \$ _____

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 3.5.)

Applicant organization is using:

- ☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.
☐ B. Federally negotiated indirect cost rate (see page 3.5).

Name of Federal Agency Expiration

Date of Agreement

Rate base Amount(s)

_____ % of \$ _____ = \$ _____

	IMLS	APPLICANT	PARTNER(S) IF APPLICABLE	TOTAL
TOTAL INDIRECT COSTS CHARGED TO \$	_____	_____	_____	_____

Specifications for Projects Involving Digitization

This form must be included if project involves digitization of collections or records for internal or external purposes.

1. Describe types of materials to be digitized (i.e., artifacts, maps, manuscripts, photographs, audio recordings, video recordings, motion pictures) and number of each:

2. Identify copyright issues and other potential restrictions:

☐ Public Domain ____% of total ☐ Permissions have been obtained ____% of total

☐ Permissions to be requested ____% of total – Plan to address: _____

☐ Privacy Concerns ____% of total – Plan to address: _____

☐ Other - Explain: _____

3. List the equipment, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server): _____

4. Specify each type of file format (e.g., TIFF, JPEG) to be produced and anticipated image quality of each (minimum resolution, depth, tone, pixels) :

☐ Master _____

☐ Access _____

☐ Thumbnail _____

☐ Formats for other media (e.g., audio, video, motion picture), include sampling rates, if applicable _____

5. Describe 1) the delivery medium that will be used and 2) the digital access management system or systems that will be used to make this material available to others. _____

6. Describe the quality control plan: _____

7. Estimate cost per image. Include costs such as scanning, quality control and indexing. Indicate the basis for calculation: _____

8. Explain how content will be discovered through metadata, including which standards you will use (e.g., MARC, EAD, Dublin Core): _____

9. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and funding): _____

10. If you are producing collection-level records, describe plans for submitting collection-level descriptive records to a bibliographic utility, such as Research Libraries Information Network (RLIN) or Online Computer Library Center (OCLC): _____

11. Describe plans for submitting information about the project to a national level registry of digital resources, such as the Association of Research Libraries' Digital Initiatives Database (<http://www.arl.org/did/>) or OCLC's Cooperative Online Resource Catalog (<http://www.oclc.org/corc/>): _____

12. Provide URL(s) for applicant's previously-digitized collections: _____

Sample Partnership Statement

This page is a sample format for a partnership application. Prepare yours in a similar manner. You may complete separate statements with each partner or add additional signature lines for multiple partners. Information about partnership applications is on page 1.4. All partners must sign Partnership Statements. They do not need to all sign the same document.

1. Applicant Organization:

Other partner members (organizations):

2. Briefly list the activities that each organization has agreed to perform:

3. We, the undersigned institutions, agree to all of the following:

- We will carry out the activities described above and in the Application Narrative;
- We will use any funds we receive from IMLS in accordance with applicable federal laws and regulations; and
- We assure that our facilities and programs comply with applicable federal requirements.

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

CERTIFICATION OF AUTHORIZING OFFICIAL

(The applicant organization's authorizing official should sign the following certification after all other parts of the application form have been completed)

I have examined this application, and I hereby certify on behalf of the applicant organization that

- 1) the information provided is true and correct *and*
- 2) all requirements for a complete 2005 IMLS application have been fulfilled *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, nondiscrimination, drug-free workplace, and lobbying activities as set forth in the Assurances statement below.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR Part 1180 et seq.), all statutes outlined below, and all other applicable federal statutes and regulations.

Signature of Authorizing Official

Date

Name and Title of Authorizing Official (printed or typed)

Mailing Address of Authorizing Official

City, State, and Zip Code of Authorizing Official

Business Phone of Authorizing Official

E-mail Address of Authorizing Official

IMLS Regulations are available upon request.

ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

FEDERAL DEBT STATUS

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

DEBARMENT AND SUSPENSION

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

**NON-
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE
WORKPLACE
ACT OF
1988**

- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:

- (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES
TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

- The authorizing official certifies, to the best of his or her knowledge and belief that:
- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
 - (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
 - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE
AMERICAN
HUMAN
REMAINS
AND
ASSOCIATED
FUNERARY
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL
PROTECTIONS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and

- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

**RESEARCH
ON HUMAN
AND
ANIMAL
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 609, Washington, DC 20506 or call (202) 606-8539.



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

Washington, DC 20506

Official Business
Penalty for Private Use, \$300

PRSRT STD
U.S. Postage
Paid
Institute of
Museum &
Library Services
Permit No. G-274

Dated Material
OPEN IMMEDIATELY